

**JOB ANNOUNCEMENT
BILINGUAL RESOURCE AND REFERRAL SPECIALIST**



PURPOSE:

Under general supervision, this full-time position provides a variety of child care referrals, technical assistance, translation, and community services for members of the general public and for Changing Tides Family Services' staff in both verbal and written Spanish and English.

QUALIFICATIONS:

- Knowledge of basic interviewing techniques and methods, analyzing, interpreting, and applying regulations in an appropriate manner,
- Maintains contemporary knowledge of child care licensing regulations, child care trends, best practices in child care and development programs, and general knowledge of child care subsidy programs.
- Ability to translate written materials in correct English and Spanish usage and provide simultaneous interpretation at workshops, meetings, and community events, as well as in preparing a range of correspondence and written materials.

DESIRABLE EDUCATION/EXPERIENCE:

Course work in child development or related field and experience working with the public desired .

REQUIREMENTS:

- Ability to pass a criminal record background check.
- Must possess a valid California driver's license, current insurance, and have a vehicle for work use.
- On occasion, must work a varied schedule, including working evenings, early mornings, or weekends.

SALARY: Starts at \$15.99 per hour.

BENEFITS: Benefits per current Personnel Policies include:

Paid Sick and vacation days, 13 paid holidays
Health, vision, dental and life insurance
401(k) Retirement Plan

APPLICATION PROCEDURE: Submit a letter of interest, resume, and completed job application via email to nprato@changingtidesfs.org or via U.S. mail to:

Nanda Prato, Human Resource Director
Changing Tides Family Services
2259 Myrtle Avenue
Eureka, CA 95501

APPLICATION DEADLINE: Open until filled.

Application and job description available at www.changingtidesfs.org and at 2259 Myrtle Avenue, Eureka, CA 95501.

Changing Tides Family Services is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability, or on any other inappropriate basis in its processes of recruitment, selection, promotion, or other conditions of employment.

Kerry Venegas, Executive Director | Caitlin Scown, Deputy Director

[Child Care Services/Subsidies/Referrals](#) | [Special Needs Services](#) | [Mental Health Services](#) | [Parent Supports](#)

2259 Myrtle Avenue, Eureka, CA 95501 | 707.444.8293 (P) | 800.795.3554 | 707.444.8298 (F) | www.changingtidesfs.org